



Human Resources

DATE POSTED: May 24, 2005

REQ. # 05-129

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 05-24-2005 TO 05-29-2005, but will remain open until filled.

DEPARTMENT/DIVISION
PURCHASING

POSITION AVAILABLE
SENIOR BUYER

OF OPENINGS
1

STARTING SALARY
\$13.38 / hour

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 706
PAY GRADE 15
SALARY : \$13.38 - \$20.59
SENIOR BUYER

MAJOR FUNCTION: Supervisory Buying position assisting in the activities of a central purchasing operation.

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of the methods and procedures used in standard purchasing operations. Knowledge of standard office procedures.

Abilities: Ability to operate computer for fixed assets, invoice billing and stock inventory purposes. Ability to exercise good judgment in making routine decisions in accordance with purchasing rules, regulations and policies. Thorough knowledge of the principles and practices of purchasing, supply sources, price trends, and market conditions; preferably some knowledge of County government operations. Ability to establish and maintain effective relationships with fellow employees and the general public. Ability to effectively communicate verbally as well as in written form with vendors and other departments.

Skills: Familiarity with Word Perfect, Quattro Pro and on-line query systems an added plus.

ESSENTIAL JOB FUNCTION: Responsible for preparing and maintaining fixed asset records. Makes on site visits to County facilities to conduct annual fixed assets inventory. Coordinates with departments on storage and disposal of all junk and surplus items and keeps other departments informed of items available in storage. Purchases a wide variety of merchandise, materials and products under established purchasing procedures. Coordinates effective purchasing procedures for requisitioning, procurement, storage and issuance supplies, materials and equipment. Reviews or assists in reviewing requisitions, issuance of bid and quotation invitations, and analyzes bids to determine most responsive bidder for materials and equipment. Maintains effective liaison with County departments and agencies to handle purchasing problems. Interviews sales representatives and vendors to obtain bid quotations on specific purchases. Acts in place of the Purchasing Manager in his/her absence.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision, good hearing. Occasional walking and frequent standing. Ability to lift 30 pounds occasionally.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work, Carpal Tunnel Syndrome.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Possession of a Bachelors Degree from an accredited college or university in a related field.

EXPERIENCE: Five years experience in a purchasing operation. A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSE CERTIFICATION OR REGISTRATION: Valid Florida driver's license may be required. Good driving record. Certified Professional Public Buyer (CPPB) certification is preferred.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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